



PROCEDURE:	Pr B: 01
EFFECTIVE:	Jan. 15,2008
AMENDED:	
RELATED POLICIES:	B:01,A: 03. Pr A:03, SC: 15
REPEALS:	
REVIEW DATE:	2010-2011

- 1.0 No person shall smoke tobacco or hold lighted tobacco in a school.
- 2.0 The said prohibition shall apply to the outdoor area of a school or site including smoking in cars in the school/site parking lot.
- 3.0 Smoking is banned in all buildings, properties and vehicles, which are under the jurisdiction of the Board.
- 4.0 Superintendents, Principals and/or Managers/Supervisors shall:
  - a) Ensure that signs are posted in the form and location prescribed in section 9 (3) of the Smoke-Free Ontario Act and section 15 of Ontario Regulation 48/06 (attached as Appendix “A”) throughout Board/school property, including at each entrance and exit, washrooms, staff rooms, lunch rooms and Board vehicles.
  - b) Ensure that no ashtrays or similar equipment remain in any enclosed space (other than a vehicle in which the manufacturer has installed an ashtray);
  - c) Ensure that any person who refuses to comply with the smoking prohibition is requested to leave the prohibited area.
- 5.0 Self-help smoking cessation materials and programs may be offered to employees and students seeking help to quit through the Employee Wellness Program, Public Health Unit, or other community agencies.
- 6.0 Although it is not prohibited by legislation for students to possess cigarettes, principals may develop their own school policy to not allow cigarettes on school property.
- 7.0 The provisions of Board Policy B: 01 Smoke Free Schools and Sites and the provisions of this procedure shall govern community use of school facilities.
- 8.0 Students who violate Board Policy B: 01 Smoke Free Schools and/or this Procedure may be suspended in accordance with the Board’s Student Discipline Policy.
- 9.0 Staff who violate Board Policy B: 01 Smoke Free Schools and/or this Procedure are subject to disciplinary action.

- 10.0 A person who contravenes the provisions of the Smoke-Free Ontario Act, S.O. 1994, its regulations and/or the local municipal by-laws pertaining to smoking in schools is guilty of an offence and on conviction is liable to a sanction determined in accordance with the Act and local municipal by-laws.

**RELEVANT PROVISIONS OF SMOKE- FREE ONTARIO ACT, SECTION 9:**

**Prohibition**

9(1) No person shall smoke tobacco or hold lighted tobacco in any enclosed public place or enclosed workplace\*. 2005, c. 18, s.9.

**Other prohibitions**

- (2) No person shall smoke or hold lighted tobacco in the following places or areas:
1. A school as defined in the *Education Act*.....

\* "Enclosed workplace" is defined within the legislation as:

- (a) The inside of any place, building or structure or vehicle or conveyance or a part of any of them,
  - (i) that is covered by a roof,
  - (ii) that employees work in or frequent during the course of their employment whether or not they are acting in the course of their employment at the time, and
  - (iii) that is not primarily a private dwelling, or
- (b) a prescribed place;

**Employer Obligations**

- (3) Every employer shall, with respect to an enclosed workplace or a place or area mentioned in subsection (2) over which the employer exercises control,
- (a) ensure compliance with this section;
  - (b) give notice to each employee in an enclosed workplace or place or area that smoking is prohibited in the enclosed workplace, place or area in a manner that complies with the regulations, if any;
  - (c) post any prescribed signs prohibiting smoking throughout the enclosed workplace, place or area over which the employer has control, including washrooms, in the prescribed manner;
  - (d) ensure that no ashtrays or similar equipment remain in the enclosed workplace or place or area, other than a vehicle in which the manufacturer has installed an ashtray;
  - (e) ensure that a person who refuses to comply with subsection (1) or (2) does not remain in the enclosed workplace or place or area; and
  - (f) ensure compliance with any other prescribed obligations.

**RELEVANT PROVISIONS OF SMOKE-FREE ONTARIO ACT, REGULATION 48/06, SECTION 15:**

**Employer Obligations**

15(1) For the purposes of clause 9(3) (c) and section 10 of the Act, an employer shall place the sign described in subsection (2) at each entrance and exit of the enclosed workplace in appropriate locations and in sufficient numbers to ensure that employees and the public are aware that no smoking is permitted in the enclosed workplace.

- (2) The sign referred to in subsection (1) shall,
- (a) be 10 centimetres in height and 10 centimetres in width;
  - (b) have a white background and have a graphic of the international no smoking symbol;
  - (c) have the Trillium and Smoke-Free Ontario logos shown on the representation of the sign accessible through the website of the Ministry of Health Promotion at [http://www.mhp.gov.on.ca/english/health/smoke\\_free/sign\\_intl](http://www.mhp.gov.on.ca/english/health/smoke_free/sign_intl) or [http://www.mhp.gov.on.ca/french/health/smoke\\_free/affiche\\_intl](http://www.mhp.gov.on.ca/french/health/smoke_free/affiche_intl);
  - (d) be in the format shown on the representation of the sign accessible through the website.